



ARCS: 292- 30
File: CFD-2012-01409

December 17, 2012

Sent via email:

Dear

Re: Request for Access to Records
Freedom of Information and Protection of Privacy Act (FOIPPA)

I am writing further to your request received by the Ministry of Children and Family Development. You amended your request on December 12, 2012 through conversation and email with Donna Wilkinson. Your request is for:

Updated versions (2012) of Security Procedures Manual for Prince George Youth Custody Centre, Victoria Youth Custody Centre and Burnaby Youth Custody Centre. Youth Orientation Guide (PGYCS) - May, 2012. Youth Orientation Guide (VYCS) - October 2011. BYCS Resident Rights. Youth Justice Bail Beds and Full Time Attendance Programs Directory - February 2012. Youths Guide to BYCS - March 2012. Female Youth In Custody Orientation Guide - April 2012. Youth Custody Service Centre Descriptions (includes Burnaby, Prince George and Victoria) - 2010. Any and all other information similar in nature to these documents.

Please find enclosed phase two of your request. Additional records are being processed and will follow under separate cover. Some information has been withheld in the enclosed records pursuant to sections 15 (Disclosure harmful to law enforcement) and 22 (Disclosure harmful to personal privacy) of FOIPPA. A complete copy of FOIPPA is available online at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

These records will be published on the BC Government's Open Information website a minimum of 72 hours after it is released electronically or a minimum of five business days after it has been released by mail in hardcopy. To find out more about Open Information, please access the Open Information website at: <http://www.openinfo.gov.bc.ca/ibc/index.page>

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If you have any questions regarding your request, please contact Donna Wilkinson, the analyst assigned to your request, at 250 387-0831. This number can be reached toll-free by calling from Vancouver, 604-660-2421, or from elsewhere in BC, 1-800-663-7867 and asking to be transferred to 250 387-0831.

You have the right to ask the Information and Privacy Commissioner to review this decision. I have enclosed information on the review and complaint process.

Sincerely,

A handwritten signature in black ink, appearing to read 'DKotchonoski', is written on a light-colored rectangular background.

Darlene Kotchonoski for:
Vicki Hudson, Manager
Justice / Social Team
Information Access Operations

Enclosures

<p>How to Request a Review with the Office of the Information and Privacy Commissioner</p>
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If you have any questions regarding your request please contact the analyst assigned to your file. The analyst's name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:

Information and Privacy Commissioner
PO Box 9038 Stn Prov Govt
4th Floor, 947 Fort Street
Victoria BC V8W 9A4
Telephone 250-387-5629 Fax 250-387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.